

Holyoke Public Library Board of Directors
Meeting Minutes
May 9, 2023

Facilitator: George Mettey
Minutes: Andrew Parker

Present Board Members: George Mettey, President; Manuel Frau Ramos, Vice President; Bellamy Schmidt, Treasurer; Joan Plummer; Jeremy Smith; Aaron Morris; roxann Callender; Iohann Rashi Vega; Tiffani Curtis; Maria Pagan, Director; Andrew Parker, Finance Manager

Absent: Wendi Greene (excused); Denise Duguay (excused); Julia Santiago; Thomas Wilson

Meeting called to order at 5:35 pm

Minutes from April 11, 2023 approved: Motion made (Joan) and seconded (Jeremy), Motion passed unanimously.

Announcements:

President Updates: George Mettey

- The Dwight Portrait has been received and will be formally unveiled at a later date. Pres. Mettey will follow up with Joan Dwight regarding an event.
- Pres. Mettey asked Jeremy Smith to update the Board on the status of the Transcript Telegram deed of gift and digitization.
- Pres. Mettey asked Board members present to call ahead if it is necessary to miss a meeting, and reiterated the bylaw requirements for notification and attendance to remain a member of the Board.
- It was MOVED by Bellamy Schmidt to vote to remove City Director Julia Santiago from the Board of the Holyoke Public Library for non-attendance. SECONDED by Joan Plummer. Motion passed unanimously.

Director's Report: Maria Pagan

- The Library received 3 resumes for the position of Financial Manager
- We have received notice of retirement for part-time reference librarian effective June 30; posting to be made in May
- Director Pagan will update the Board with a written proposal to cover staffing and postings
- Summer hours will begin June 6th
- Security guard update: Asst. Director Lefebvre interviewed two agencies. We are waiting for additional RFP information from other agencies.
- Director Pagan updated the Board on recent Personnel Office changes to City employee vacation eligibility.
- Mini-golf raised over \$6,000.

Treasurer's Report: Bellamy Schmidt

Lower spending, lower revenues, took only one draw from endowment (\$100k). \$109k used from State

Aid. The endowment has risen moderately since the last report. Treasurer Schmidt updated the Board on the 990s. Finance manager Parker explained the HPLI legacy LLC (Holyoke Library Investment Fund, LLC, a Missouri corporation used during the tax credit period to hold interest-bearing funds from the flow of funds worksheet). Bellamy Schmidt MOVED to dissolve HPLI; Aaron Morris seconded. Passed unanimously.

Personnel: Bellamy Schmidt.

- Performance reviews & mechanisms – Director Pagan will finish grant and begin performance reviews. Treasurer Schmidt suggests Director Pagan direct Assistant Director Lefebvre to complete performance evaluations. Director Pagan will look at performance evaluation forms. Tiffani Curtis notes performance evaluations should be tied to compensation. Joan Plummer noted that evaluations should be supportive of employees' career goals.

HPLR: Bellamy Schmidt

- Treasurer Schmidt updated on building capital projects and needs

Policy: Jeremy Smith

- Jeremy Smith updated the Board on the "Library of Things" policy that was circulated to Board members. There will be a liability waiver. Aaron Morris moved, and Bellamy Schmidt seconded, motion passed unanimously to pass the policy as presented to the Board. Director Pagan will provide a Spanish translation. The effective date of adoption will be revised and the policy will be re-sent to board members.

Technology & Innovation: roxann Callender

- roxann Callender provided an update on status of computer refresh.

Puerto Rican Cultural Project: Manuel Frau Ramos

- Manuel Frau Ramos was invited to Centro to speak about HPL, PRCP, and other Library and area projects. The Director of Centro is leaving.

Marketing & Fundraising:

- No report

Long Range Planning:

- No report

Old Business

- None

New Business

- None

Motion to adjourn made made by Aaron Morris and seconded by Bellamy Schmidt. Motion passed unanimously.

Meeting adjourned at 6:50 pm.

